

**U. S. Department of the Interior  
Invasive Species Advisory Committee**

**Charter**

1. **Committee's Official Designation.** Invasive Species Advisory Committee (ISAC).
2. **Authority.** The ISAC was established under Executive Order 13112, 64 Fed. Reg. 6,183. Establishment is in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.
3. **Scope and Objectives.** The purpose of the ISAC is to advise the National Invasive Species Council (Council), on a broad array of issues related to preventing the introduction of invasive species and providing for their control, as well as minimizing the economic, ecological, and human health impacts that invasive species cause. The ISAC maintains an intensive and regular dialogue with stakeholders to explore these issues.
4. **Description of Duties.** Provide advice for consideration by the Council relating to the Council's role in:
  - A. recommending plans and actions at local, tribal, state, regional, and ecosystem-based levels to achieve the goals and objectives of the National Invasive Species Management Plan;
  - B. cooperating with stakeholders and existing organizations addressing invasive species;
  - C. coordinating Federal agency activities concerning invasive species;
  - D. implementing action items specified in the 2008-2012 National Invasive Species Management Plan (Plan), and any updates or revisions to the Plan;
  - E. developing recommendations for international cooperation in addressing invasive species;
  - F. developing, in consultation with the Council on Environmental Quality, guidance to Federal agencies pursuant to the National Environmental Policy Act (NEPA) on invasive species matters;
  - G. facilitating development of a coordinated network to document, evaluate, and monitor impacts from invasive species; and
  - H. facilitating establishment and enhancement of a coordinated information-sharing system on invasive species that utilizes the Internet, to the greatest extent practicable.

The ISAC will advise the Council on ways to support long-term continuance and effective implementation of the Plan.

5. **Official to Whom the Committee Reports.** The ISAC reports to the Secretary of the Interior (Secretary) through the Designated Federal Officer (DFO) to the Council.
6. **Support.** Administrative and financial support of the ISAC will be provided by the Department of the Interior.
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the ISAC's operations are estimated to be \$300,000, including all direct and indirect expenses and 1 Federal staff year.
8. **Designated Federal Officer.** The DFO is the Executive Director of the National Invasive Species Council who is a full time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all ISAC and subcommittee meetings, prepare and approve all meeting agendas, attend all ISAC and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The ISAC will meet approximately twice per year, and at such other times as designated by the DFO.
10. **Duration.** Continuing.
11. **Termination.** The ISAC will become inactive 2 years from the date the Charter is filed, unless, prior to that date, the Charter is renewed in accordance with Section 14 of the FACA. The ISAC will not meet or take any action without a valid current charter.
12. **Membership and Designation.** The ISAC will consist of no more than 32 voting members. Members of the ISAC will be knowledgeable in and represent one or more among, but not limited to, the following interest groups:

- Biologists
- Ranchers
- Foresters
- Non-Governmental Environmental Representatives
- Farmers
- Lawyers specializing in Invasive Species Policy
- Economists
- Risk Assessment Analysts
- Public Health Specialists
- Persons involved in Global Commerce
- Industry Representatives
- Educators
- State/Tribal /Local Government Representatives
- Information/Database Managers
- Academics/Researchers
- Invasive Species Management Specialists

No member may serve on the ISAC for more than two (2) consecutive terms. Members will serve for terms of three (3) years. Representatives of state and tribal interests will be allotted at least two (2) vacancies each on the ISAC to ensure adequate consideration of state and tribal views.

Members are expected to participate in ISAC meetings and activities. All members serve at the pleasure of the Secretary.

Members of the ISAC and its subcommittees serve without compensation. However, while away from their homes or regular places of business in the performance of services of the ISAC, members may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the Government service, as authorized by 5703 of Title 5, United States Code.

13. **Ethics Responsibilities of Members.** No ISAC or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest.
14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO and must report their recommendations to the full ISAC for consideration. Subcommittees must not provide advice or work products directly to the Agency. The ISAC Chairperson, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.
15. **Recordkeeping.** The records of the ISAC, and formally and informally established subcommittees of the ISAC, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.



Secretary of the Interior

AUG 29 2012

Date

SEP 14 2012

Date Filed